



Department of Revenue Property Assessment Division (PAD) 2015 Education Calendar

To register, complete a [Course Registration Form](#).

Class registration begins at 8:00 a.m. and classes will begin at 8:30 a.m. unless otherwise noted.

Dates	Class	Location	Instructor	Length of Course	Book (optional)	Cost
January 16, 23, and 30	Beginning Assessor	Internet	PAD Staff	1.5 hours each day	N/A	N/A
February 10-11	Beginning Assessor	Lincoln	PAD Staff	Tuesday 12-5, Wednesday 8-12	N/A	N/A
February County Assessor District Meetings	Exemptions	Various	PAD Staff	1 hour	N/A	N/A
April 27-May 1	IAAO 101- Fundamentals of Real Property Appraisal 33.5 credit hours	Kearney	Rick Stuart	5 day with exam	Property Assessment Valuation (PAV), 3 rd Edition	\$575

Dates	Class	Location	Instructor	Length of Course	Book (optional)	Cost
April County Assessor District Meetings	Personal Property	Various	PAD Staff	1 hour	N/A	N/A
June County Assessor District Meetings	Administrative Reports	Various	PAD Staff	1 hour	N/A	N/A
September 21-25	IAAO 300- Fundamentals of Mass Appraisal 33.5 credit hours	Kearney	Rick Stuart	5 day with exam	Mass Appraisal	\$575
September County Assessor District Meetings	Legislative Updates	Various	PAD Staff	1 hour	N/A	N/A
October County Assessor District Meetings	Sales File	Various	PAD Staff	1 hour	N/A	N/A

All of these courses/seminars have been approved for county assessor certification continuing education credit hours. A [Request for Continuing Education and Recertification Credit](#) Form must be completed to receive continuing education credit hours. No form is necessary if the session is taught by PAD staff, but you must sign in on the provided sheet.

In addition to these opportunities, you may choose to seek education elsewhere or through the following list of providers:

- [Nebraska Real Property Appraisal Board](#). PAD suggests attending the National USPAP Update or the National USPAP Course given throughout the year.
- [IAAO](#) webinars and self-study courses.
Over 115 hours of credit offered online at minimal cost.
- [Moore Appraisal Education](#).
- [American Society of Farm Managers and Rural Appraisers](#) .

Education Policies

For all classes sponsored by PAD, class registrations must be received at least 14 days prior to the first day of class. Sufficient enrollment will determine justification of holding each class. Written cancellation notices will be emailed to the individuals who have registered at the time a course is cancelled.

If maximum registration for a class is reached, a waiting list will be established. If cancellations occur, the first person on the waiting list will be notified that there is an opening and will be given the opportunity to attend the class. If there are a sufficient number of persons on the waiting list, an additional class may be scheduled.

Registration cancellations for all IAAO classes must be made at least 14 working days prior to the first day of class. PAD will accept written cancellations only (phone calls will NOT be accepted). Written cancellations may be faxed to 402-471-5993. Failure to give the required notification will result in the county or person being billed for the total cost of the class.

If cancellation is necessary due to an emergency after the specified cancellation period, the Property Tax Administrator will review the cancellation and may approve a refund for good cause.

BEGINNING ASSESSOR WEB SESSIONS

Dates: Friday January 16, 23, and 30, 2015 from 9:00 a.m. – 10:30 a.m.

Location: Microsoft LiveMeeting (download the software to participate)

Instructor: Various PAD Staff

Credit Hours: 1.5 each, 4.5 total

Fee: N/A

Textbook: N/A

January 16th's session will give an in-depth overview of PAD's website including the information contained in the various sections of the website as well as a review of the Assessor Reference Manual.

January 23rd's session will be a review of the Sales File by PAD staff including a broad overview of the fields, coding requirement, and submission schedules to the state sales file. Electronically transferring county sales data to the state sales file will also be discussed.

January 30th's session will be review of the County Assessor's Calendar including discussion regarding Administrative Reports.

Participants must register by noon on January 15, 22, and 29 respectively for each session to receive the Microsoft LiveMeeting link.

BEGINNING ASSESSOR AND DEPUTY ASSESSOR COURSE

Dates: Tuesday 1:00-4:30 p.m. and Wednesday 8:30 a.m.-Noon, February 10-11, 2015

Location: Lincoln- Nebraska State Office Building, 301 Centennial Mall South, Lincoln, NE 68509

Instructor: Various Department Staff

Credit Hours: 8

Fee: N/A

Textbook: N/A

The Beginning Assessment class is limited to newly-elected county assessors and deputy county assessors to establish an overall understanding of the assessment process and county assessor functions. Topics covered include: valuation and equalization; the protest process; certification of value; determining personal property; administering exemptions; the homestead exemption process; using the sales file; and filing administrative reports. This is designed to be a very broad overview and create a basic foundation.

Participants are responsible for making their own hotel room reservations. A block of rooms has been reserved under “Nebraska Department of Revenue” at:

Lincoln Holiday Inn, Southwest
2500 Tamarin Ridge Road, Lincoln, NE, 68512
402-421-1893
Government rate: \$83
Cutoff date for blocked rooms: January 27, 2015

Lunch is not included in the registration fee.

IAAO COURSE 101 – FUNDAMENTALS OF REAL PROPERTY APPRAISAL

Dates: April 27- May 1, 2015

Location: Ramada Kearney, 301 Second Avenue, Kearney, NE 68847

Instructor: Rick Stuart

Credit Hours: 33.5 with exam

Fee: \$575

Textbook: Property Assessment Valuation (PAV), 3rd Edition

This course is designed to provide participants with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. This course concentrates on the skills necessary for estimating the market value of properties using two approaches to value: the cost approach and the sales comparison approach. The Fundamentals of Real Property Appraisal utilizes lectures, classroom discussion, and homework problems to emphasize the main concepts and procedures taught in the course. This class is required for all elected assessors.

Participants are responsible for making their own hotel room reservations. A block of rooms has been reserved under “Nebraska Department of Revenue” at:

Ramada Kearney
301 Second Avenue, Kearney, NE 68847
308-237-3141
Government rate: \$83 (breakfast included)
Cutoff date for blocked rooms: April 13, 2015

Lunch is not included in the registration fee.

IAAO COURSE 300 – FUNDAMENTALS OF REAL PROPERTY APPRAISAL

Dates: September 21-25, 2015

Location: Ramada Kearney, 301 Second Avenue, Kearney, NE 68847

Instructor: Rick Stuart

Credit Hours: 33.5 with exam

Fee: \$575

Textbook: Fundamentals of Mass Appraisal

This course provides an introduction to mass appraisal and is a prerequisite for the 300 series of courses offered by the IAAO. Topics covered include single-property appraisal versus mass appraisal, components of a mass appraisal system, data requirements and analysis, introduction to statistics, use of assessment ratio studies in mass appraisal, modeling of the three approaches to value, and selection of a mass appraisal system.

Recommended: Course 101, Course 102, Fundamentals of Mass Appraisal textbook

Participants are responsible for making their own hotel room reservations. A block of rooms has been reserved under “Nebraska Department of Revenue” at:

Ramada Kearney
301 Second Avenue, Kearney, NE 68847
308-237-3141
Government rate: \$83 (breakfast included)
Cutoff date for blocked rooms: September 7, 2015

Lunch is not included in the registration fee.